

## **GRANT FUNDED RECORDS INTEGRATION PROJECT REQUIREMENTS**

Due to the limited federal budget for criminal justice records integration, grant applications are becoming more restrictive and a strong emphasis is being placed on collaboration and multi-agency representation. To insure continued cooperation and success of projects, the following requirements are proposed to be included in the Arizona Criminal Justice Commission grant funded records integration projects:

1. A project team must be established that includes a representative of each agency that is involved in the project.
2. A project business justification plan which includes the following:
  - A. Project scope
  - B. Funding requirement
  - C. Governance of project
  - D. Listing of agencies involved
  - E. Project goals and objectives
  - F. Critical success factors
  - G. Assumptions
  - H. Anticipated ROI
  - I. High level milestone plan which includes the following:
    - Estimate for system requirements completion (time required or by completion date)
    - Evaluation and performance measures defined for improvements to the timeliness, accuracy and completeness of criminal history records (time required or by completion date )
    - Estimate for project security requirements completed (time required or by completion date)
    - Final system testing completed (time required or by completion date)
    - Expected roll-out (date)
    - Transition of maintenance and support of system from grant funding to full operation (time required or by completion date)
3. Project monitoring will be required and include the following sign-off documents:
  - A. Project plan finalized (date & signatures of project team members)
  - B. Final system testing completed (date & signatures of project team members)
  - C. End-user acceptance sign-off (date & signatures of project team members and agency heads)
  - D. Production “go-live” sign-off (date & signatures of project team members)
4. Projects involving multi agency cooperation and requiring long term commitments for ongoing maintenance and support after the initial project completion shall have signed MOU’s at start of project to address continued maintenance and support of the project.